

## **Workplace Safety Committee Meeting Minutes December 13, 2023**

- Attendance: Daren Bryant, Supervisor of Buildings & Grounds, Kathy VanSchaick, Business Manager, Frank Nudd, Custodian, Gina Miller, Secretary (via phone), and Rachel Bullock, Teacher. Absent: Brittany Mondock, Administrative Assistant.

- Call to Order

The monthly meeting of the Northern Tioga School District Workplace Safety Committee was called to order by Kathy VanSchaick at 3:20 PM in the Administration Business Office.

- Approval of Minutes

The minutes from the November 6, 2023, Workplace Safety Committee Meeting were approved with no changes.

- New Business

We accepted the resignation of Michelle Bloom, effective December 6, 2023. Kathy welcomed our new committee members Frank Nudd, Custodian and Gina Miller, Secretary.

- Old Business - None

- Discussion Topics

- Northern Tioga Claims: None

- Results from Workplace Safety Audit: Kathy discussed the results of the Safety Committee Audit that covered the last three years. The auditor noted that all paperwork was in great order and the only item she noted was that the committee did not meet quorum requirements. The committee has consisted of 5 members and 4 members must attend to meet quorum requirements. There were meetings in all 3 years where only 3 members attended. The committee was not aware that the regulations require 4 members to attend to meet the requirements. The auditor recommended that the committee be increased to 6 members so that it will be easier to meet the quorum requirements in the future. This recommendation has been acted upon and the committee now consists of 6 members.

- Safety Committee Training: Safety committee training has been scheduled for February 6<sup>th</sup> from 9-10 am in the board room. All members must receive the training. Due to this the walk through scheduled for February 16 will be moved to a date in March. This date will be announced at a future meeting.

- Next Meeting

The next meeting of the Workplace Safety Committee has been scheduled for January 3, 2024, at 3:15 PM at the Administration Business Office.

- Adjournment

The meeting adjourned at 3:27 PM.